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25 August 1965

MEMORANDUM FOR: Director of Finance

THROUGH : Deputy Director for Support

SUBJECT : Vouchers Submitted by DCI and DDCI

It has come to my attention that the Administrative Officer in the Office of the Director has customarily signed as Authorizing Officer and an assistant in the Office of the Executive Director has customarily signed as Approving Officer for vouchers submitted by the Director and Deputy Director. To me, these signatures are meaningless and unnecessary. The Director is, by law, authorized to certify to all expenditures and he has in turn delegated this same authority to the Deputy Director. It therefore seems unnecessary and undesirable for some subordinate official to authorize or approve these expenditures. In the future, therefore, their signature as claimant should be accepted by the Director of Finance without further "authorization or approval." The Director and Deputy Director would of course want their vouchers to be technically adequate in all respects. While it is the responsibility of the Administrative Officer/DCI to ensure that this is done, nevertheless the Director of Finance should call to the attention of the Executive Director any deficiencies in this regard.

/s/ L. K. White

L. K. White
Executive Director-Comptroller

LKW:blp
Distribution:
Original - Director of Finance
1 - DD/S
1 - EA/DCI
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25 YEAR RE-REVIEW

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